



KNIGHTDALE FINANCE COMMITTEE MINUTES

950 Steeple Square Court, Knightdale, North Carolina 27545

January 20, 2016

The Knightdale Finance Committee met at 6:00 p.m. in the conference room of town hall.

PRESENT: Mayor James Roberson; Mayor Pro-Tem Mike Chalk; and Councilor Pete Mangum

ABSENT: No one.

Staff Members Present: Town Manager Seth Lawless; Administrative Services Director Suzanne Yeatts; and Accounting Operations Manager Joanna Gombatz

Meeting called to order by Mayor Roberson at 6:00 p.m.

ITEM I. APPROVAL OF MINUTES

January 04, 2016

...Motion by Councilor Mangum to approve the minutes of the January 4, 2016 meeting. Motion seconded by Mayor Pro Tem Chalk and carried unanimously.

ITEM II. OLD BUSINESS

A. Grant Policy Update

Town Manager Seth Lawless explained that the policy would be disseminated to employees through our Power DMS software.

Mayor Pro Tem Chalk noted we do not want to miss opportunities because of the policy.

Mr. Lawless responded that the policy should have no effect on missing application deadlines as staff usually has a two to three month notice.

B. Financial Report Draft

Administrative Services Director Suzanne Yeatts reviewed the draft financial report and received suggestions for editing from committee members.

Councilor Mangum questioned the difference between the amounts shown on the financial report draft and the amount reported on the Development Services newsletter. When reporting more than Knightdale's portion of collections, Council would like to see Knightdale's share broken down.

Committee members directed staff to add Permits and Fees as well as Franchise Taxes to the monthly report and provide a quarterly report of all revenues.

C. Chart of Accounts Project Update

Ms. Yeatts gave an update of the chart of accounts project progress and reported that the town made an offer to an applicant for the Finance Officer position.

Councilor Mangum asked how many applicants there were for this position.

Ms. Yeatts noted she would provide committee members with that information via e-mail.

D. Purchase Tracking

Ms. Yeatts shared a year to date report of details on purchase exception tracking.

Staff was instructed to share these reports with directors on a monthly basis and to remind employees of purchasing policies for credit card use.

Purchase tracking reports will be provided to the committee on a quarterly basis.

ITEM III. ADJOURNMENT

...Meeting adjourned at 6:38 p.m.



Committee Chairman



Finance Officer